

## **CITY OF TRINIDAD JOB DESCRIPTION**

**POSITION:** Finance Director

**STATUS:** Full Time

**ANNUAL SALARY RANGE:** \$75,000 – \$85,000

**REPORTS TO:** City Manager

### **JOB SUMMARY:**

The Finance Director performs and supervises all financial functions in maintaining the fiscal records and systems of the City, including internal and external financial reporting, fund accounting, cash receipt collections, utility accounting and billing, purchasing and accounts payable, accounts receivable, annual budget, grant financial administration, debt management, investing, and cash management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

***The following duties are normal for this position. These are not to be construed as exclusion or all-inclusive. Other duties may be required and assigned.***

1. Directs the City's finance department activities and staff, including revenue collections, accounts payable, accounts receivable, grant financial administration, sales tax compliance and auditing, purchasing, utility accounting and billing, and other functions of the City's financial operations.
2. Provides technical assistance and guidance regarding the City's financial activities to the City Manager, City management staff, and elected/appointed officials as necessary.
3. Performs and/or supervises all City financial accounting and reporting, internal financial reports for management, status reports for budget maintenance, and fund accounting for the General Fund, Lottery Fund, Tourism Fund, Capital Projects Fund, and Power & Light, Gas, Water and Sewer Enterprise Funds.
4. Monitors approved budget for all funds/departments. Reviews and makes recommendations for supplemental appropriations/transfers as needed.
5. Monitors and assists in making recommendations for capital acquisitions and personnel actions to the City Manager for consideration or approval.
6. Prepares preliminary budget for all funds by researching, forecasting, compiling, and submitting reports to the City Manager. Works with all Department Heads in the preparation of their budgets and incorporates their input into an approved format for the City Manager's review, approval, and submission to the City Council.
7. Monitors and manages cash and investment assets to assure maximum efficiency and return.
8. Supervises and performs the accounting for fixed assets of the City, and related depreciation, to include land, buildings, construction-in-progress, improvements, machinery and equipment, and infrastructure.
9. Assures compliance with debt service schedules and obligations and other debt financing arrangements. Coordinates all new debt issues or refunding issues for the City Council's consideration.
10. Assures compliance with all City revenue ordinances (e.g., sales, use, franchise taxes, etc.).

11. Develops required policies and procedures to ensure the City's accounting and financial reporting follows established accounting standards, and assures proper internal controls are in place and functioning in an acceptable manner.
12. Coordinates and assists with the City's annual independent audit.

#### **ADDITIONAL RESPONSIBILITIES**

1. Attends City Council meetings and other meetings as required.
2. Community involvement relating to City financial issues, programs, and projects.
3. Provides overall support regarding financial/budget issues to all areas of the organization.
4. Develops finance-related ordinances and resolutions as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Extensive working knowledge of principles and techniques of governmental accounting standards and budgeting; federal, state and local laws and guidelines for fund administration.
2. Ability to communicate effectively, verbally and in writing with City staff, elected and appointed officials, and the general public.
3. Ability to establish effective working relationships.
4. Supervisory and management skills to oversee, lead, and direct the Finance Department.
5. Working knowledge of financial accounting software including Tyler, Naviline, and the Microsoft Suite.

#### **QUALIFICATIONS:**

Bachelor's degree with a financial background, or public or business administration is required. Minimum 5 years of experience in financial accounting, with public sector or non-profit experience preferred, but not required.

#### **APPLICATION DETAILS:**

Please submit a completed application, cover letter, and resume to [HR@trinidad.co.gov](mailto:HR@trinidad.co.gov). First application review will be Monday, February 8<sup>th</sup>, but applications will be accepted and reviewed until the position is filled.